

November 13, 2007

**City of Milton-Freewater
City Council Minutes**

The Council of the City of Milton-Freewater met in regular session Tuesday, November 13, 2007 at 7:00 p.m. in the Albee Room of the Library.

The following members were present: Mayor Lewis Key, Councilors Orrin Lyon, Ed Chesnut, Keith Woods, Debbie Kelley, Steve Irving, Brad Humbert and Youth Councilor Patsy Sandoval.

Staff members present were City Manager Linda Hall, Administrative Assistant Teresa Dutcher and Finance Director Dave Richmond.

Citizen present was Merle Sherman.

Press member present was Melanie Hall of the Valley Herald.

CONSENT CALENDAR ITEMS: The consent calendar items consist of minutes from the October 22, 2007 meeting and Account Payables. Councilor Kelley motioned to approve the consent calendar items. Councilor Chesnut seconded the motion which passed unanimously.

NEW BUSINESS

DISCUSSION AND INFORMATION SHARING: ANNUAL LEAGUE OF OREGON CITIES CONFERENCE. Councilor Chesnut began the discussion by reviewing his tour of the City of Redmond, Oregon. The tour enabled participants to view their growth and land-use planning. After a three-year program they have created a 6,000 acre urban reserve and then removed 2,000 acres of the reserve to place into their urban growth boundary. After daily traffic exceeded 35,000 vehicles daily and 10% of those vehicles were oversized, the City of Redmond petitioned ODOT to create the Highway 97 bypass system, but then created another problem with their downtown area. Another issue is their location with flat Juniper & Sagebrush land on the east and forest on the west, the City of Redmond was able to purchase land at a reduced rate versus our area with higher rate farm land.

Another session at the conference was a council workshop on leadership skills development using conflict to reach better outcomes. The session focused on ways to use control or direct conflict in a city council situation to reach better outcomes. If the council were ever in a position where they were considering solutions for a difficult problem where there were strongly differing opinions, it was recommended first to create a list of criteria to help identify what a good solution would look like. The discussion entertained the idea that if all could agree on what the solution would look like, then the process leading to the solution would come together.

There were two exhibitors that Councilor Chesnut said he found interesting, but was unsure whether the City would have use for either one. One was city records software

and the other was a company with expertise in system technologies and will do no-cost reviews such as sewage plants.

Councilor Kelley said there was a lot of information on council goal-setting. Councilor Kelley said she would be happy to provide the papers she obtained there to aid with the City's own goal-setting session and it was promised there were no dots! Another session discussed working partnerships between public and private entities. There were case studies in both large and small cities. Councilor Kelley also gave a CD to our Police Chief for his review regarding OLCC. It is a PowerPoint presentation about mass juveniles arrested for alcohol or drug related crimes. One exciting announcement was that the State of Oregon will be 150 years old in 2009 and our city may want to build on this celebration.

The most fascinating event was when a gentleman drew in the dark with his glow-in-the-dark chalk. Wonderful speaker and if he comes to the area, all should go. He was a tremendous motivational speaker.

Chalkboard project—regarding schools. It is founded by several Foundations, but deals with kids and their education. checkonthem@chalkboardproject.org is their website. There were several interesting ideas.

Councilor Kelley asked about the City receiving a discount on Microsoft products. City Manager Linda Hall said the City received a governmental discount.

Oregon League of Cities Conference 2009 will be October 2nd through 4th.

Councilor Irving spoke about the SOLV group that delivered a presentation regarding volunteerism and how to recruit volunteers. Councilor Irving said he felt our City has good volunteers. A brochure was given to City Manager Linda Hall and Administrative Assistant Teresa Dutcher. This group is costly, but the cost may be shared with neighboring communities, such as Weston and Athena. It may be possible and valuable to use this group for one year. One large event, the Muddy Frogwater Festival, has several volunteers including city staff. Councilor Irving said, "It is nice sometimes to get a little insight from outside opinion, but I would like to also pat our own people on the back and say, Hey—they do stand up!"

Councilor Woods said he went to planning and water, but said our area was well ahead of many cities. One thing that Councilor Woods said was interesting was an association of emergency services. The speaker from Bend, Oregon said they were trying to add 1,000 new households per year with no new water source. Their water basically comes through the irrigation systems. This is an amazing growth pattern.

Councilor Woods said he did like the idea that the City could set up their own television station at relatively little cost. Approximately \$8,000. City Manager Linda Hall asked if this project would be the City's own station or own channel. Councilor Woods clarified this as the City's own channel.

Councilor Lyon said he had read in the Walla Walla Union Bulletin that the City of Walla Walla was going to release the results of their tourism survey and asked that city staff gain access to this survey.

Councilor Chesnut said he spoke with a vendor at the conference that had remote readable water and electrical meters. He said this may be something to research for the future. City Manager Linda Hall said she also feels this is where the future lies. The City has enjoyed back-to-back exemplary meter readers, Jerry Partin and Craig Garfield. Councilor Woods said the system could be purchased in phases, with phase-one being a difficult or remote area to read. Councilor Chesnut said he thought it should be a desirable goal for new development.

Mayor Key said one of the sessions he attended, regarded a partnering effort, which the City already does with the Milton-Freewater School District, and now Umatilla County.

Councilor Woods reported an activity in a festival in Forest Grove where people purchase a square on the sidewalk, receive sidewalk chalk, and then proceed to paint the sidewalk for a prize. It was suggested that this be done at Muddy Frogwater and possibly Logs To Frogs.

ANNUAL REVIEW CITY'S INVESTMENT POLICY. Finance Director Dave Richmond said that in May of 2005 the Council approved an updated version of the City's 14-year old investment policy. This policy is supposed to come to council annually for review and this is a good time for this review as there has been a lot said about sub-prime crisis where people have had large losses. The City's investment policy has not seen these kinds of problems. The City has not invested in any unregulated firms, so the City is doing well. The City has objectives in safety, liquidity, and rate of return. The spreadsheet showed FY07 earnings of \$301,743. The goal is to maximize earnings, but to also invest locally. Mr. Richmond said he felt the City had reached a benchmark when the City's investment rates were higher than the City's loan rates. The overall average investment rate for the City is 5% plus.

City Manager Linda Hall complemented Mr. Richmond on the tremendous job he has done investing the City's money. She further said that Mr. Richmond had single-handedly updated the City's investment policy which made a significant impact on the City's interest earnings, and also enabled the City to invest locally placing money back into our community through our local banks.

ANNOUNCEMENT: CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING. City Manager Linda Hall said the City belongs to an international government finance reporting organization. The City's CAFR (Comprehensive Annual Financial Report) is sent to this organization that has a board of judges, who are all experts in their field. The judging uses specific criteria making the achievement of the award difficult. The City of Milton-Freewater has received this award. The Council applauded Mr. Richmond for his exemplary performance.

ORDINANCE NO. 945 AMEND CITY CODE: REDUCTION IN NUMBER OF RECREATION COMMITTEE MEMBERS. City Manager Linda Hall said the Parks and

Recreation Committee have had trouble achieving a quorum. There was an amendment made in 2000 which added two positions to the committee. The motivation for this action was a study of the golf course to see if and what improvements could be made. One of the groups recommendations was to appoint specific golf course members to the Parks and Recreation Committee to specifically represent the golf course. This worked well for twelve to eighteen months until interest declined. Mayor Key then had trouble filling these positions. Currently, there have been two vacant positions on the committee for a minimum of one year and possibly longer. Although the two golf positions are not filled, there are several other golf members that participate on the committee. In the interest of getting back to the seven members that the committee had historically, thus helping the participating members to achieve a quorum so they can be an effective committee and make recommendations to the Council, it is recommended to amend the code back to the original seven members.

Councilor Chesnut moved Ordinance No. 945, be introduced by title only and full reading waived. Councilor Humbert seconded and a roll call vote was taken: Councilor Lyon, yea, Councilor Chesnut, yea, Councilor Woods, yea, Councilor Kelley, yea, Councilor Irving, yea, Councilor Humbert, yea and Councilor Sandoval, yea. Motion carried unanimously. The City Manager then read the ordinance by title only. Councilor Humbert moved for second reading of Ordinance No. 945 be by title only and full reading waived. Councilor Kelley seconded and the motion carried unanimously. The City Manager read the ordinance by title only. Councilor Humbert moved to adopt Ordinance No. 945. Councilor Kelley and Councilor Sandoval seconded and a roll call vote was taken: Councilor Lyon, yea, Councilor Chesnut, yea, Councilor Woods, yea, Councilor Kelley, yea, Councilor Irving, yea, Councilor Humbert, yea and Councilor Sandoval, yea.

APPROVAL OF REORGANIZATION OF STAFF POSITIONS. City Manager Linda Hall said she had spent a lot of time thinking about this proposal. She further said it was her recommendation to the Council to fill the void created when she was promoted to the city manager position, she would propose to have, for the first time in the City's history, a human resource position. This area has a great potential for liability, and also has a great work load. Ms. Hall said she and Teresa Dutcher had studied hard with former City Manager Delphine Palmer. Ms. Palmer was certified as a Senior Professional in Human Resource (SPHR) which in the world of Human Resource is very prestigious. There is a local organization through the national organization SHRM (Society of Human Resource Managers) in Walla Walla, Washington. Ms. Hall said she proposed to create the position of Human Resource Officer and fill the position with Teresa Dutcher. The position of Administrative Assistant will not be eliminated, but will remain vacant. The second part of the proposal is to fill the position of City Recorder, which has been vacant for several years. That position will include the administrative assistant duties to the City Manager. Job descriptions and pay scales were attached to the council packet. Ms. Hall said she proposed to fill the vacant position of City Recorder, and is proposing an updated job description. The overall budget implications for this action would be a savings of \$31,455 annually.

A discussion ensued.

Councilor Chesnut motioned to approve the plan for reorganization for personnel positions as submitted by the City Manager. Councilor Woods seconded the motion which passed unanimously.

APPROVAL CITY MANAGER'S SUCCESSION LIST WITHIN THE CITY'S

EMERGENCY OPERATION PLAN. City Manager Linda Hall said this was a suggestion from Councilor Chesnut from the last council session. Ms. Hall said her first reaction was to name the two "chiefs"—police and fire. However, Ms. Dutcher and Fire Chief Shane Garner said that two very busy people during a catastrophic event would be the two chiefs. The utility department heads, Electric and Public Works, would be equally as occupied. Ms. Hall then turned to elected officials to take the lead in the absence of the City Manager.

There was a question about putting names with titles and Councilor Humbert suggested to list titles only as the names may change. Ms. Hall said this was a good idea, but felt it was okay to name names as this succession list will come back to council annually for review and updates.

Councilor Woods then asked about training for those named as alternates. Ms. Hall said that when the table-top exercise is planned, these individuals will be invited.

Councilor Chesnut then asked for clarification asking if these individuals were only alternates during an emergency event, but not the day-to-day operations. Ms. Hall concurred.

Councilor Sandoval asked what would happen if none of these individuals were available. Ms. Dutcher briefly explained the NIMS (National Incident Management System) which system answers this question.

Councilor Kelley motioned to approve the City Manager's Emergency Operations Succession List. Councilor Humbert seconded the motion which passed unanimously.

Mayor Key announced this was the opportunity for citizens to approach the Council with issues not on this agenda.

Merle Sherman, 716 Pierce St, said he was impressed with the Council's new youth councilor. Councilor Sandoval was then applauded by the Council and all in attendance. Mr. Sherman then said that many years ago, the then Council had said that if a business or residence was on a corner, the City would help with sidewalk repairs. Mr. Sherman said specifically that he was the Chairman of the Trustees of the Methodist Church and they have to repair their sidewalk, which is on a corner. City Manager Linda Hall said she had spoken with the Pastor and that she had had Project Manager Howard Moss contact him so the City could work with him regarding the sidewalks. Ms. Hall said she would review all of this.

Councilor Humbert said that if sidewalks needed repair on a corner, that the City should install wheelchair ramps at that time.

Mr. Sherman further said that on Dehaven and 2nd by the Aquatic Center, three of the four corner sidewalks have wheelchair ramps, but there is a fourth corner that does not. Ms. Hall said she would review this as.

CITY MANAGER REPORT

City Manager Linda Hall said it had been suggested to post a work session before the next council meeting on November 26th. Councilor Sandoval said she would have a basketball jamboree in Stanfield. Ms. Hall said the work session will begin at 3:00pm or 4:00pm. Council decided to check their schedules and respond to Ms. Hall or Ms. Dutcher. Ms. Hall said she proposed to discuss project priorities before the new budget process begins. There are also suggestions to the Council from the Recreation Committee. Councilor Humbert asked that these be photocopied and mailed out to each council member.

The CDBG (Community Development Block Grant) grant agreement bringing \$750,000 to the Milton-Freewater area has finally arrived in the mail today. Ms. Hall said she would review this and then will bring to the Council on the November 26th council meeting. There will be a resolution requesting authorization for signature to the grant and then a sub-portion authorizing a sub-recipient agreement with Horizon to ensure they administer the program to Council's standards as well as the State of Oregon.

Ms. Hall said she, City Planner Gina Hartzheim and Community Development Supervisor Mike Watkins have been working with DLCD (Department of Land Conservation and Development) representatives to formulate a scope of work for the Economic Opportunities Analysis grant.

Ms. Hall said she has enjoyed working with Councilor Sandoval already. Ms. Hall said she had gone through a formal orientation recently with Councilor Sandoval, and if this is an example of upcoming youth, Ms. Hall said she was very confident with the future. Congratulations Ms. Sandoval.

COUNCIL ANNOUNCEMENTS

Councilor Irving said the County Health Service providing flu shots today, were exceptionally efficient as he was only there four minutes with many, many cars in the parking lot. He thanked the many volunteers, staff and Umatilla County Health.

Councilor Humbert asked if Ms. Hall had received any preliminary results from the golf course reduced rates. Ms. Hall said she did not have any report yet, but would review with Public Works Superintendent Dave Bradshaw. Councilor Humbert asked to have the golf course group to meet sometime before Christmas. Ms. Hall said she try to set this up.

Councilor Chesnut said he loaded up his 35-year-old Hodaka 125 dirt bike and drove to Arkansas to compete in a 2-day ride in an ISDT (International Six-Day Trials) motorcycle competition. There is a defined course with a time schedule to arrive at various check points along with six timed speed tests. Councilor Chesnut said he came in second in his class and brought home a gold medal. Congratulations Councilor Chesnut!!!

There being no further business, the meeting was adjourned at 8:19 p.m.

Lewis S. Key, Mayor